



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

To: All State Agencies, Board and Commissions Accounts Payable and Procurement Personnel.

From: Joe Giddis, Director
State Procurement *Joseph A. Giddis*

Date: October 11, 2002

Subject: Changes to Procurement Roles in AASIS

There are approximately 120 AASIS users with procurement roles who have not logged onto the system within the last 6 months. Those users will have their Procurement roles deleted. Agency Administrators should review employees with Agency Procurement Technician, Agency Procurement Specialist, Agency Procurement Management, State Procurement Technician, State Procurement Specialist and State Procurement Management roles to determine if those employees require and are using their permissions. If the permissions are not used or not needed, please have the user authorization deleted.

Transaction XK03 remains available to those with an FI Display All role, but the SSN, Federal Tax ID, and banking information have been suppressed. The data in the payment methods field of the Payment Transactions have been changed to enable users to determine if a vendor is an ACH vendor by changing all master records to have Payment Method "A" appear only if Banking Details are maintained. All vendors were originally maintained with payment methods A, C, and W. The "A" will no longer appear if they are not set up for ACH. This will allow those having direct contact with a vendor to determine whether they are set up for ACH payment. However, only those roles described below that are authorized to use transaction FK03 will be able to view SSN, Tax ID and banking information.

Beginning October 14, 2002, Transaction FK03 will be activated but restricted to the following roles: Agency Accounts Payable Supervision, Agency Accounts Payable Specialist, Agency Accounts Payable Disbursement Officer, State Accounts Payable Management, Agency Procurement Specialist, Agency Procurement Management, State Procurement Specialist and State Procurement Management. Two new AASIS transaction queries have been created and added to these same roles to assist users in searching for vendors by bank account information or Federal Tax ID numbers. The queries are as follows:

1. ZVENDBANK Produces vendors by bank account information.

2. ZVENDTAXID Produces vendors by Federal Tax ID. .

As a matter of policy, OSP will no longer register vendors without a hard copy of the W-9. The form should be faxed to OSP at 324-9311 to the attention of "Vendor Registration". This is necessary to ensure we capture the appropriate 1099 information on each vendor.

If you have questions please call the AASIS Help Desk at 683-2255 or complete the Help Desk form on the AASIS web site at <http://aasis.state.ar.us/helpdeskform.htm>. Questions on policy should be addressed to bob.gordon@dfa.state.ar.us.